

GLOSSARY

THIS PAGE INTENTIONALLY LEFT BLANK

GLOSSARY

ADE - (Application Data Export) has changed to Web ADI. Continue using ADE or Switch to Web ADI. You can continue to use ADE rather than Web ADI, if required. To continue using ADE, set the "HR: Enable Web ADI Integration" profile option to 'No' at site level. To use Web ADI, leave the default set to 'Yes' instead.

AFNG - (Air Force National Guard)

AGR - (Air Guard Reserve)

ASCII File – (American National Standard Code for Information Interchange) is a format in which to input and save data.

Activity - Defines the courses listed in the central DoD Course Catalog along with what a supplier can offer in OTA.

Activity Type - One of the nine OPM Training Types expanded to include functional areas within DoD for use in OTA.

Address - External (home) mailing address or internal (work) mailing address.

Ad Hoc - User-created reports using a query tool.

Alternate Position Hierarchy - The customized version of position hierarchy using POA.

Application Error Message - A message window that appears and indicates an error and halts the log-in process.

Assignment - Links the People records with the Position records.

Assignment Type - Identifies whether the person is an Applicant or Employee.

AutoRIF Extract - Produces a Retention Register for Reduction In Force (RIF) purposes. It is a separate application and operates externally using data extracted from the modern DCPDS.

BP&E – (Benefits, Pay and Entitlements) data, e.g., basic pay, FEGLI, WGI, etc.

BUS – (Bargaining Unit Status)

Booking Priorities - Defined by DoD to include: 1) Critical/Mandated, 2) Essential, and 3) Recommended.

Bulletin Board -Used on-line in OTA to advertise upcoming events, provide instructions, course criteria, suspense dates, surveys, etc.

Business Rules - Validates records behind the scene based on Component policies, procedures, and laws.

CMIS - (Corporate Management Information System) is a central systemic update (within 24 hours) of regional data for DoD. Main usage is for Component headquarters with viewing and reporting capability only.

CPCN - (Civilian Position Control Number) is a combination of PD number and Sequence Number used to attach the core document to the RPA and uniquely identify a specific position.

CPDF - (Civilian Personnel Data File) is an OPM system for storing statistical data on all appropriated fund employees.

CSU Application - (Civilian Servicing Unit) is an application to retrieve standard predefined reports.

CSU - (Customer Support Unit) is an on-site personnel office that handles the face-to-face customer activities for civilian personnel operations.

CSV – (Comma Separated Values) – A way of separating fields of data on a spreadsheet. This is a system process to separate columns. See also Comma Delimited Files.

Category - A group of activities (courses) that you want to schedule and administer as a program, or classify for reporting purposes. When a category is defined, you can specify it to be used as a program.

Clashing Events – Double Booking or Double Scheduling are terms used in OTA when completing an event.

Concurrent Manager - Processes or updates a transaction for the region and then transmits to corporate database.

Civilian Inbox - A system folder that displays notifications that were 1) initiated by you, 2) routed to you, 3) canceled actions, and 4) actions updated to the database.

Comma Delimited File - An efficient format to FTP documents to another server, each data field is “delimited” by a comma to mark its beginning and end, the file extension name is .csv.

Core Document - The core document or Position Description (PD) generated by the COREDOC application integrates the PD, performance standards, work plan and training requirements into a single document.

Current Record Indicator - Identifies a record on a window as being the current or “active” record.

DCPDS – (Defense Civilian Personnel Data System)

DCPS - (Defense Civilian Payroll System)

DDF - (Data Descriptive Flexfield) Customized field to capture additional information required by Component business rules.

DTS - (Data Transfer System) Used to transfer information to CMIS.

Data Field - System view or entry area; a window where you enter, view, update, or delete information.

Date Track - A tool for viewing, maintaining, and making a change to a record at any given time – past, present or future.

Date Track History - An area that contains date tracked changes/actions in HR.

Dated Information - Information about locations, organizations, job, and other work structures with a From and To date on the Request for Personnel Action.

Default Folder - The folder/window that opens when you access your Civilian Inbox.

Demo Project - A method used to test new methods in HR.

Discoverer - A query tool for obtaining adhoc and standard reports from the Oracle HR database.

DoD Organization Hierarchy - The centrally managed hierarchical relationship or structure of the various organizations comprising all or part of DoD. It identifies organizations starting at the Secretary of Defense and continues down through the various Components to the installation or base level or lower.

Downloading/Uploading – Commonly refers to the process of transferring files from a system on a network to another.

EEO – (Equal Employment Opportunity)

EXITS – (External Interface Transfer Server)

Element – A description of Pay, Benefits, and Entitlements (PB&E) data; e.g., basic pay, FEGLI, WIGI.

Employee Number - A system-generated number, unique to an employee, but **not used by DoD**.

End User Layer - (EUL) is a process that provides users with the ability to create adhoc reports using the Discoverer product or other query tools.

Enrollment - The actual process of placing an employee against a Scheduled Event in OTA.

Event - A specific instance (class) of an Activity, scheduled to run on given dates.

External User - See Virtual Position definition.

Extra Information - A flexfield which contains information unique to DoD or a Component and is a single occurring item. See Special Information Type.

FEHB – (Federal Employee Health Benefits) The FEHB program is mandated and regulated by the Office of Personnel Management (OPM). Employees are allowed to elect, change, decline, or cancel health benefits under specific regulations.

FEPCA – (Federal Entitlement Pay and Compensation Act)

FTP – (File Transfer Protocol), a standard Internet protocol or set of rules is the simplest way to exchange files between computers on the Internet, FTP is an application protocol server for everyone on commonly used to download programs and other files to your computer from other servers.

Fastpath – A shortcut process that is accessed from the Navigation menu.

File name extensions – A system to name and identify files, e.g., doc, txt, csv, etc.

Flexfield – An area containing data that is made up of sub-fields or segments.

Folders - Provide on-line views of information that can be sorted, customized and exported to Word or Excel Spreadsheets.

Futures - Process which causes suspense actions and reports to be executed.

GPPA - (Guide to Processing Personnel Actions)

Ghostview - A behind-the-scenes application that allows viewing of the NPA/RPA.

Grade - The Pay Plan and Grade combination, i.e., GS-09.

Group Box - Used with Civilian Inbox to forward actions to appropriate offices. A Group Box allows a group of people to share a workload.

Hierarchy - An organization or position structure showing reporting lines or other relationships. Used for reporting and controlling access to DCPDS information. See Position Hierarchy, DoD Hierarchy, and Alternate Hierarchy.

Hierarchy Diagrammer - A feature that enables you to graphically create, maintain, view, modify, and print hierarchies.

Insertion Value - A pop-up window or area where you enter additional data.

Job - A series of duties, responsibilities, or tasks assigned to be performed by an individual employee or position. It also includes artificial series numbers for positions that otherwise have no Federal series requirement, i.e., virtual and external positions.

LAC - Legal Authority code used with Nature of Action codes.

LN - (Local National) Non-US citizen employees employed in overseas areas.

Life Events – Information about employees that can be triggered/identified to change/start/end employee benefits eligibility.

List of Values - (LOV) Possible data choices for the current data field.

NAF - (Nonappropriated Fund)

NGB - (National Guard Bureau)

NOA - (Nature of Action) The four-character NOAs have been customized by DoD, with separate printing instructions, in addition to the three-character OPM NOAs.

NPA - (Notification of Personnel Action)

Navigation List - A list or “menu” of options based on your assigned Responsibilities. The second window that is available after you open the system. If you have multiple responsibilities, you must select one before you go to the Navigation List.

Notification - A Civilian Inbox message that accompanies HR Forms being routed, such as the RPA.

Notifications Summary - See Civilian Inbox (folder) description.

OCT - Previously the Organizational Component Translation (OCT) report incorrectly reported Organizations that were included in multiple Organization hierarchies. The OCT report now correctly reports a single occurrence of an organization displays regardless of the number of different Organization Hierarchies to which it belongs.

OGC – (Occupational Group Code) used in China Lake Demonstration Project.

OTA - (Oracle Training Administration) An application that tracks training activities, enrollments, certifications of completion, evaluations, and updating of training history.

OPM - (Office of Personnel Management)

One-Time Event - Any Event for which you want to record basic information and enrollments, but which you do not need to define as an Activity. Typically, this is an Event that you do not expect to run more than once.

Organization Name - See Position Address description.

PAD - (Payroll and Personnel Application Data) Individual employee pay and leave data from the pay period being reported and year-to-date accumulation.

PAS Code - (Personnel Account Symbol) A unique code identifier, similar to a UIC, used by Air Force to identify major organizational segments.

PIP - (Performance Improvement Plan)

POA - (Position's Organization Address) Used on the RPA and NPA to fill in the position's address.

POI - (Personnel Office Identifier) An OPM assigned four-character number that automatically populates on positions after CCPO ID and Regional Codes are entered.

POID - (Payroll Office Identification)

Payroll Interface - Electronic transmittal of data fields common to both personnel and payroll systems.

Personal Inbox - A civilian inbox assigned to each user for receiving notifications.

Position - Individual work duties assigned; not job.

Position Hierarchy - The organization structure of an installation or individual unit used to create and maintain reporting structures and security, always defined from top senior position down in each unit. The hierarchical relationship of positions within an organization that are locally (RSU/CSU) maintained.

Productivity - A system available in the CSU Application that allows management to track RPA actions used for recording and storing data about key events that occur in the process of filling jobs. It produces reports, e.g., average days the RPA was in Classification and Staffing.

Program - A group of Events scheduled together in OTA.

Query - Various processes used to find a specific record or action.

RPA - The automated Request for Personnel Action standard form that enables supervisors and managers to request employee and position actions. It enables the Personnel Office to record staffing and classification actions, as well as make personnel record changes. It replaces different Component forms; e.g., SF52, DA 4017, etc.

RSC - (Regional Service Center) Centralized Personnel Office where records for CSUs are maintained.

Regeneration - Process that allows for re-sending of interface transactions to DCPS.

Request Number - (See Smart Number)

Reports - Requests for information with a predefined format but the user can choose which records to view by using a set of parameters.

Resource - Any facility, person, or equipment used for an Event in OTA.

Responsibilities - Determines your system privileges, and defines the records, windows, menus, and forms to which you have access based on your job responsibilities; e.g., Classifier, Federal HR Manager, Supervisor, etc.

Restricted Event - A Scheduled Event on which only selected employees can enroll for training.

Resumix - The automated business process staffing tool that interfaces with the modern DCPDS to fill vacancies from external and internal sources.

Roles - Designations that describe each member's workflow activities within a routing group or groupbox. Users can be assigned multiple roles in a routing group.

Routing Group - Consists of one or more personal inboxes and/or groupboxes as part of the Workflow routing. Security is enforced by allowing access to predetermined group members.

Routing History - Contains a history of all users who have routed a form to date and actions taken.

Routing List - A sequential coordination list that defines the order in which a personal inbox or groupbox receives and sends notifications.

SIC - (Standard Industry Code) A term used in creating a supplier in OTA.

SIT - (Special Information Type) - Categories of personal information unique to DoD or a component. These can be multiple occurring items such as appraisal.

SOID - (Servicing Office Identification)

SQL - (Standard Query Language)

Scheduled Event - A specific instance (class) of an Activity on which students can enroll and for which you can book resources in OTA.

Secure User ID - Allows you to connect to an Oracle form within the Oracle application. The System Administrator sets this up.

Secure User View - Access to records based on organization or position hierarchy. The System Administrator sets this up.

Session - A unit of time within an Event for which you can independently book resources.

Smart Number - The system-generated number that is assigned to an RPA the first time it is saved. Format: YYMMM/9-character Identifier (determined by the Component)/6-digit Sequential Number.
Ex: 00MAR/ARSW11029123456

Status - (Enrollment) Used with employee booking status types; e.g., requested, completed, waitlisted, etc.

Supplier - Vendor or instructor (internal or external) who provides training.

Suspense - Identifies need for system-generated RPA and will produce it (see Futures definition).

TSP - (Thrift Savings Plan)

Target Grade - The target Pay Plan and Grade combination; e.g., GS-11.

Training Request Form - Used to request training and forward through the Civilian Inbox to approving offices.

Trigger Errors - System-generated messages occurring with system interruptions, also known as application system errors.

UIC - (Unit Identification Code) A unique identifier for each of the major organizational segments (usually an installation or activity) in the organizational hierarchy. UIC is used for all non-AF organizations.

UTF8 - Changes allows for translations of data into other languages. For multi-byte languages we are in the process of expanding some HR columns to accommodate increased data lengths. For example, 80 character columns have expanded to 240 characters.

User Status - Indicates in OTA whether the employee is placed, waitlisted, cancelled, etc. for a training event.

Validate - Verify the information has passed all the business rules; used on the Position Window. An error message appears if there is inconsistent data. This is not used by DoD on the People Window.

Venue – A term referring to a location of an Event in OTA.

Virtual Position – This is a position of a military supervisor of civilian employees that is used as a “place holder” to maintain the hierarchy of chain of command. Job Series is 0002. The position may also be used for external personnel in a database, such as a personnelist located at a region who performs personnel servicing duties for a region other than the one to which assigned as an employee. The Job Series is 0003.

WGI Personnel Admin Groupbox -

Location where the failed and rejected automated Within Grade Increases (WGI) get routed pending review and resolution.

Wildcard - Symbol used to refine/reduce your search for records.

Work Structure - The fundamental definitions of organizations, positions, grades, payrolls, and other employee groups within your agency, which provide the framework for defining the work assignments of employees.